

POSITION VACANCY ANNOUNCEMENT NO. 329

THE FOLLOWING NON-EXEMPT POSITION IS AVAILABLE
FOR APPLICATION BEGINNING - December 23, 2005
INTERNAL/EXTERNAL POSTING

Class Title: Information Specialist (Examiner I) Division: Examination
(This is an At-Will Position)

Class Code: N21511 Position No: 13108

Position Type:

Permanent: X Full Time Pay Grade: 500

Temporary: Full Time

Salary Rate: Starts \$36,981/annual

Working Hours: 40 hours weekly/flex-time

Duties:

1. Develop an audit plan to test Information Systems controls based on reviews of internal audit work papers, CPA work papers, and the Information Systems Questionnaire.
2. Conduct interviews with Company personnel regarding Information System controls in place.
3. Perform substantive testing of Information System controls based on the developed audit plan.
4. Prepare a formal report of analysis, findings and recommendations based on the Information System control audit.
5. Conduct exit interviews with management concerning audit findings and recommendations.
6. Coordinate the acquisition of data files necessary for the financial examination.
7. Utilize Auditing Command Language (ACL) to perform analysis and sample data.

Skills, Abilities, Education and Experience:

Knowledge of the theory and practice of higher accounting and examining. Skill in analyzing data and preparing reports. Ability to communicate effectively, to present comments, opinions and factual information clearly and concisely.

Working knowledge of Microsoft Windows, Word, Access, Excel, Zip Drives and 10 Key Calculator. Proficient in the use of the computer system and equipment, including, but not limited to the operation of a personal computer, scanners and facsimile machine is essential. Working knowledge of ACL and Teammate applications a plus.

In-state and out-of-state travel is required.

Bachelor's degree in Business Administration, Accounting/Programming or related field with a minimum of 15 hours of accounting study, including 3 hours of auditing. Insurance Accounting, Internal Audit (Information Technology), and ACL training in Information Systems controls would be helpful.

Copies of your transcripts are required.

Deadline for Application: January 6, 2006

Position Available: Immediately

<p>PROCEDURE: If you feel you have the qualifications for the above position, you should obtain an "Application for Position Transfer" or go to "S" Drive, Humres, click on Forms to Pt-app.doc. Completed applications must be returned to Kathy Vandenberg.</p>
